

FOR OFFICIAL USE ONLY

14 August 1963

MEMORANDUM FOR: CIA Records Administration Officer

FROM : Area Records Officer, Contact Division, 00

SUBJECT : Annual Report of Records Holdings and Equipment Inventory (FY 63)

RECORDS

	<u>Cu. Feet on Hand 1 July 1962</u>	<u>Cu. Feet Disposed of During FY 63</u>	<u>Cu. Feet on Hand 30 June 63</u>
Headquarters	1,525.4	87.7	1,494.0
Field Offices	<u>1,678.7</u>	<u>304.0</u>	<u>1,817.0</u>
TOTAL	3,204.1	391.7	3,311.0

EQUIPMENT

	<u>Headquarters</u>	<u>Field Offices</u>	<u>TOTAL</u>
<u>SAFES</u>			
4-Drawer	78	153	231
5-Drawer	0	3	3
2-Drawer	4	11	15
<u>CABINETS</u>			
5-Drawer	115	7	122
4-Drawer	8	14	22
5 x 8	9	52	61
3 x 5	10	42	52
IBM	30	0	30
Map Cases	1	17	18
Roll-Dex	0	1	1
Meilink-Hercules	0	1	1

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25 YEAR RE-REVIEW

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GROUP 1
Excluded from automatic
downgrading and
declassification